

Minutes
Board of Ethics
Special Meeting
October 18, 2016—7:00 p.m.
Town Hall Conference Room A

Meeting was called to order at 7:00 p.m.

Members in attendance were:

Richard Scalo, Craig Sternberg, Alisha Gorder, Shari Butler Schrage & Tiffany Tortora

Pursuant to the agenda, the following items taken up:

1. **Election of Officers:**

Richard Scalo moved the nomination of Tiffany Tortora to the office of

Vice Chairman

Craig Sternberg seconded the motion which was passed unanimously.

2. **Review and act on Ethics Complaint letter of May 12, 2016 pursuant to existing Rules of Operation**

Pursuant to the Rules of Operation, the Board of Ethics went into executive session. Richard Scalo and Craig Sternberg recused themselves from the Executive Session and open meeting voting thereon based upon a conflict of interest.

Upon the return from executive session Shari Butler Schrage moved that the letter of May 12, 2016 did not present probable cause that an ethical violation has occurred. Alisha Gorder seconded the motion. The motion was passed unanimously.

The Chairman was directed to send appropriate notice to the Respondents.

3. **Review and act on proposed amendment to Rule # 3 of the Rules of Operation, so that the first line of Rule #3 will now read as follows with the new provisions in italics**

All complaints to the Board of Ethics shall be in writing, *dated and signed by the complainant with complainant's name and address.*

Shari Butler Schrage moved the adoption of the proposed amendment and Alisha Gordier seconded the proposed amendment. The proposed amendment was passed unanimously.

The Chairman was directed to prepare the Rules of Operation of The Board of Ethics as amended herein and attach the same to the Minutes of this Meeting.

There being no further business, the Meeting was adjourned at 7:45 p.m.

S/ Richard S. Scalo

Richard S. Scalo
Chairman

Rules of Operation for Board of Ethics

1. Three present members of Board constitute a quorum.
2. Simple majority vote necessary for most motions. The exceptions being votes on probable cause and/or possible ethics violations. These two situations require three affirmative votes.
3. All complaints to the Board of Ethics shall be in writing, dated and signed by the complainant with complainant's name and address.
 - A. The respondent of any complaint will be sent a copy of the complaint (marked personal and confidential).
4. When a complaint is received, the Board shall first discuss and deliberate the complaint in executive session.
 - A. If the Board decides probable cause does not exist, a vote in open session will be held.
 - B. If the Board votes no probable cause exists, then no further action will be taken.
 - C. The Board will notify the complainant by mail (personal and confidential) and send the respondent a copy (personal and confidential).
5. If the complaint raises an issue of probable cause, the Board will provide an opportunity for the complainant to be heard in executive session. A date will be established and the complainant so notified. The respondent will also be notified.
6. After the complainant has been heard in executive session, the Board shall discuss and deliberate whether or not there is probable cause that an ethical violation has occurred.
7. The Board will then vote in open session to determine if an ethics violation has occurred.
 - A. If the Board determines that there is not probable cause that an ethical violation has occurred, the Board will notify the complainant in writing of the fact by a communication marked "personal and confidential" and no further action shall be taken. The respondent will be sent a copy marked "personal and confidential".

B. If the Board determines that there is probable cause that an ethics violation has occurred, then the Board will provide an opportunity for the respondent to be heard in executive session. A date will be established and the respondent so notified. (marked personal and confidential). The complainant will be sent a copy marked "personal and confidential". After hearing the respondent in executive session, the Board shall discuss and deliberate whether or not an ethical violation has occurred. More executive sessions can be held to further discuss and deliberate the issue. The Board will then in open session vote as to whether or not an ethical violation has occurred. The Board will then notify the complainant and the respondent the decision of the Board. (personal and confidential)

8. If the Board determines that an ethics violation has occurred, it will notify the Board of Selectmen. The Board of Selectmen shall, thereupon, take such action it may deem appropriate.

9. In the event that the ethics violation involves any member of the Board of Selectmen, the Board can take appropriate action.

Dated October 18, 2016

S/ Richard S. Scalo

Richard Scalo,
Chairman